

Admin.

October 9, 2002

Memorandum 2002-49

Meeting Schedule

The Commission's budget situation for the 2002-03 fiscal year, while still murky, is now sufficiently clear that we can plan our 2003 meeting schedule.

Budget Augmentation and Financial Privacy

The Legislature has approved, and the Governor has signed, legislation augmenting the Commission's budget for a study of financial privacy. The consequence for the Commission's meeting schedule is twofold — (1) we will have sufficient funding (and staffing) for the remainder of the current fiscal year to support a reasonably robust meeting schedule, and (2) a significant portion of the Commission's meeting time over the next two years will necessarily be diverted to the topic of financial privacy.

There is tremendous interest in the subject of financial privacy. Whether that will translate into many participants and cumbersome Commission meetings is too early to predict. There are other factors at work, including ongoing legislative activity in the area, proposed initiative measures, and local government action. The Commission's study will be a sideshow, but with the stakes being what they are, even a sideshow may attract a crowd.

The staff suggests that to initiate the financial privacy study, we schedule a one-day meeting devoted exclusively to that topic. The staff suggests that the Commission either add one day to the December 2002 meeting (currently scheduled for December 13), or better yet, schedule a special meeting date on the financial privacy matter in mid-January.

Considerations for 2003 Meeting Schedule

General factors that influence the Commission's meeting schedule include staff workload, travel costs, the Legislature's schedule, weather patterns, holidays, staff vacations, and the policy of meeting periodically in different areas of the state, among others.

In past years, during the time the Legislature is in session (and while Sacramento is not fog bound), we have tended to meet in Sacramento on

Thursdays to facilitate attendance of our legislative members. But regular attendance of legislative members is unique to the past decade of our history; whether that will continue in the future is not clear.

We try to meet in San Francisco at least once a year. However, due to higher travel costs to SFO than to other Bay Area airports, we should consider another Bay Area venue this year — either Oakland or San Jose — for a one-day meeting. (For a two-day meeting we would stick with downtown San Francisco due to better availability of public meeting and hotel accommodations.) Oakland may make most sense for a one-day meeting, being somewhat more convenient than San Jose for persons traveling from Sacramento and the East Bay.

The key factor in the formulation of a proposed schedule is our reduced staff during 2003. Experience in prior reduced staffing periods suggests a meeting schedule of one day approximately every six weeks makes efficient use of staff resources and allows reasonable continuity on Commission projects. **The staff recommends this meeting pattern.** If it turns out that more than one day is needed for a particular meeting, we can add either the afternoon (or evening) of the preceding day, or the morning of the day after, as the Commission prefers.

Preliminary discussion at the September meeting indicated possible Commission interest in an alternate approach — two-day meetings held on a quarterly basis. The concept is that two days will allow sufficient time to get through some of the lengthier agenda items, and could save travel expenses by consolidating travel into four two-day trips rather than spreading it among eight one-day trips.

With respect to travel costs, we have done fairly extensive cost analyses in the past and discovered no substantial difference between one two-day meeting and two one-day meetings. That is because the added transportation costs for two one-day meetings are offset by the added hotel and meal costs for one two-day meeting. (That assumes attendees do not arrive the night before a one-day meeting; we commence the meeting at 10:00 am in the hope that will facilitate morning arrival.)

In any event, we have set out below both a proposed one-day meeting schedule and an alternate two-day meeting schedule for 2003. You should consider which approach you prefer. Please check your calendars, and bring them to the meeting, so we can make any adjustments necessary to avoid conflicts and enable maximum participation by Commission members.

PREVIOUSLY SCHEDULED

October 2002	No Meeting
November 2002	Los Angeles
Nov. 7 (Thur.)	10:00 am – 5:00 pm
Nov. 8 (Fri.)	9:00 am – 4:00 pm
December 2002	Los Angeles
Dec. 13 (Fri.)	10:00 am – 5:00 pm

PROPOSED ONE-DAY MEETING SCHEDULE FOR 2003

January 2003	Los Angeles
Jan. 31 (Fri.)	10:00 am – 5:00 pm
February 2003	No Meeting
March 2003	Sacramento
Mar. 13 (Thur.)	10:00 am – 5:00 pm
April 2003	Sacramento
Apr. 24 (Thur.)	10:00 am – 5:00 pm
May 2003	No Meeting
June 2003	Sacramento
June 5 (Thur.)	10:00 am – 5:00 pm
July 2003	San Diego
July 25 (Fri.)	10:00 am – 5:00 pm
August 2003	No Meeting
September 2003	Oakland
Sept. 19 (Fri.)	10:00 am – 5:00 pm
October 2003	Los Angeles
Oct. 24 (Fri.)	10:00 am – 5:00 pm
November 2003	No Meeting
December 2003	Los Angeles
Dec. 5 (Fri.)	10:00 am – 5:00 pm

ALTERNATE TWO-DAY MEETING SCHEDULE FOR 2003

January 2003	No Meeting
February 2003	No Meeting
March 2003	Sacramento
March 6 (Thur.)	10:00 am – 5:00 pm
March 7 (Fri.)	9:00 am – 4:00 pm
April 2003	No Meeting
May 2003	No Meeting
June 2003	San Diego
June 5 (Thur.)	10:00 am – 5:00 pm
June 6 (Fri.)	9:00 am – 4:00 pm
July 2003	No Meeting
August 2003	No Meeting
September 2003	San Francisco
Sept. 18 (Thur.)	10:00 am – 5:00 pm
Sept. 19 (Fri.)	9:00 am – 4:00 pm
October 2003	No Meeting
November 2003	No Meeting
December 2003	Los Angeles
Dec. 11 (Thur.)	10:00 am – 5:00 pm
Dec. 12 (Fri.)	9:00 am – 4:00 pm

Respectfully submitted,

Nathaniel Sterling
Executive Secretary